

### **Addendum 1**

Maintains control records of Post non-expendable property on computerized NEPA data-base system with the assistance of property control clerks. Is thoroughly familiar with all facets of operation of NEPA. Supervises property control clerks and trains them in the use of NEPA and in policies and procedures of property control. 25%

Analyses inventory records of all expendable property to determine patters of use and quantity and timing of future supply needs. Uses resultant data to order supplies in a timely manner, taking into account Post budget restrictions. 15%

Plans and organizes, but does not personally participate in, regular inventories of expendable property. Trains inventory-takers in inventory methods. Verifies reconciliation of inventories and reconciliation reports submitted to GSO. 10%

Responsible for the input of information and control of the computer data-base system for automated record-keeping of expendable supplies. Trains property control clerks in its use. 25%

Plans and assists Supply Supervisor and GSO in supervising regular sales to dispose of obsolete and surplus prperty. 15%

Responsible for the Time and Attendance Report. As the time keeper for the section, is in charge of filling overtime forms, verifies time spent, requests permission to come into the compound during after hours or during weekends, and all related paperwork referred to working time. 10%